State of Michigan
Services Worker Support System (SWSS) Deficiencies Project – Part 1
Requirements Specifications Document 1 of 4

General Information

Project ID / Acronym:	SWSS Deficiencies Project – Part 1	*Date:*	January 17, 2008
Organizational Title:	SWSS Placement	*Modification Date:*	October 20, 2008
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Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the SWSS Deficiencies – Part 1 project or who will become involved during the lifecycle.

Change Control

The following information is being used to control and track modifications made to this document.

Revision Date	Author	Section(s)	Summary
October 20, 2008	**Mary Ann Jensen**	**2 and 4**	**Spelling corrections as a result of Walkthrough**

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1. Project Scope

Project Scope for SWSS Deficiencies Project – Part 1:

Documented deficiencies in the Services Worker Support System for Foster Care, Adoption, and Juvenile Justice programs (SWSS FAJ), and particularly the Case Management System (CMS) function, will be resolved by adding the following:

1. The ability to create reports for the court will be added to FAJ for situations where the Service Plan is unacceptable (as a court report) to the court.

2. The ability to add amendments to Service plans will be added to FAJ to support the rare instance(s) when a Service Plan needs to have information added after it has been approved and imaged on the database.

3. The ability to copy narratives between siblings in a Companion Group will be added to Placement function in FAJ.

Documented deficiencies in SWSS FAJ, and particularly the CMS function, will be resolved by changing the following functions:

1. The current spelling check software will be replaced with the product, Wspell, in the entire SWSS application.

2. The ability to access the Tickler function will be reinstated as a submenu function under the Sections main menu option.

Systems Engineering Methodology (SEM) will be used to plan, monitor, and complete each stage of the project.

Project Scope for this requirements document (1 of 4) is limited to the additions to the Placement function in SWSS FAJ as listed in Item #3 of Project Scope, above. The remaining Business Requirements are in separate documents.

2. Project Objectives

The following are the objectives of the project:

1. Correct the current program code to resolve the deficiencies that currently exist (within the scope of the charter) which will result in workload reduction, program integrity, and reduction of program errors.

2. Implement process to create Court Reports

3. Implement the ability to amend Service Plans after they have been approved and imaged

4. Implement ability to share placement narrative among siblings in a Companion Group

5. Incorporate the COTS product Wspell into the SWSS FAJ application to check spelling as it is typed and to check spelling at end of a narrative.

6. Make Ticklers available as a sub-menu choice on the menu bar under Sections.

Project Objectives for this requirements document (1 of 4) are limited to the additions to the Placement function in SWSS FAJ as listed in Item #1 and 4 of Project Objectives, above. The remaining Business Requirements for the other project objectives are in separate documents.

3. Requirements Analysis Technique

Requirements created by Policy Office.

4.   System Requirements

The business requirements in this document are additions being made to the existing business function of recording information about the Placement of a Child. Placement refers to the need to find a safe "place" i.e., home or residence for children under the care of the Department of Human Services. The SWSS Placement function provides the ability to record information about the placement of an individual child. Much of the information recorded when a child is placed is standard for all children. But, for other information, there is the need for freeform notes or comments. These comments are called Narratives. Currently there is the ability to add narratives for the following topics or situations:

- Placement Information i.e., ability of foster parent to meet the needs of the child and why this placement is in the child's best interest.
- Placement Selection Criteria i.e., the criteria used to determine this was the best placement for the child.
- Discipline/Supervision i.e., the plan for acceptable activities (what the child is allowed or not allowed to do) and plans for the child when the child leaves foster care to live independently.
- Replacement Information i.e., reasons for changing or terminating the placement and summary of services provided, and still needed, for the child.
- Replacement Preparation i.e., description of the child's emotional and physical condition, medicines at the time the child was moved and a description of how the child and foster parent were prepared for the move.
- Replacement Reasons i.e., reasons why the child's needs are best met by remaining in foster care
- Information shared with caregiver i.e., document the information that was given to the caregiver for the child either at placement or termination of placement such as school records, criminal records, medical records.
- DOC (Determination of Care) Justification i.e., the reasons the foster parents are receiving additional/supplemental financial support for the care of the child.
- Residential Care i.e., describe the reasons the child/youth is in residential care and the plan for services for this child/youth.
- Caregiver Feedback i.e., summary of feedback given by foster parent or relative.

Sometimes, when a child is in foster care, the child will have brothers or sisters who are also in foster care. When a sibling is, also, in foster care (as a result of the same court petition/case or other circumstances), that situation is known as a Companion Group. In order to ease the workload of Foster Care workers of Companion Groups, the ability is needed to copy narrative from one sibling to another within the Companion Group. For example, when the same information applies to both Child A and Child B, the worker can enter a narrative about both Child A and Child B into Child A's placement narrative. This information then can be copied into Child B's narrative.

The narrative information is included in the written case planning document. This planning document is called a Service Plan. The information in these plans is reviewed by the court at regular intervals in order for the court to monitor the progress of the child and the child's family and circumstances. The goal of the court and DHS is to return the child to a safe life with, preferably, the child's family or another permanent family such as a relative or by being adopted.

The changes being made to Placement for the SWSS Deficiencies Project – Part 1 (document 1 of 4) are to provide the ability to copy narrative within a companion group and maintain that copied narrative. Of the narrative listed above, the following need the ability to be copied from a sibling in the companion group:

- Placement Information
- Placement Selection Criteria
- Replacement Information
- Replacement Reasons
- Information Shared with Caregiver
- Caregiver Feedback

The copied information needs to remain in each child's record because the child may be removed from the Companion Group at some point in the future.

In addition, the worker must be able to maintain that narrative by updating or deleting. When changing a copied narrative, the worker must be notified that the narrative is a copy and provided with the ability to automatically update the source narrative with the changes. When changing the source narrative, the worker must be notified that this narrative has been copied to a sibling and provided with the ability to automatically update the copied narrative with these changes.

When changing a narrative that is both copied from a sibling and copied to another sibling, the worker must be notified of these circumstances and given the ability to automatically update all affected sibling narratives.

When deleting a copied narrative, the worker must be notified that the narrative is a copy and provided with the ability to automatically delete the source narrative (or indicate that this source narrative no longer has been copied). When deleting the source narrative, the worker must be notified that this narrative has been copied to a sibling and provided with the ability to automatically delete the copied narrative (or indicate that this narrative is no longer a copy).

When a child is removed from the companion group, any narratives copied to or from other siblings should no longer be considered when maintaining copied narrative for the removed child and the remaining siblings in the companion group.

Included in these requirements, is a change to the rules for printing an AWOL report for children's whose parent's legal rights as parents, have been terminated. This report will no longer include the parents as guardians on the AWOL report when the parent(s) legal rights to the child have been terminated.

The detailed requirements follow in the Section 4.1 Functional Requirements. In order to make these changes and additions to the Placement Function more understandable, the existing business requirements for Placement Narratives are included. The additions and changes in this SWSS Deficiencies Project are presented in **bold type.**

4.1   Functional Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.11	Narrative Tabs	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1	Placement Information Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1.1	The following must be addressed:	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1.1.1.1	*Describe the foster parent/relative's willingness and capacity to meet the specified needs on this child, and*	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1.1.1.2	Why the current placement is in the child's best interests	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1.2	There must be an Enter/Update narrative button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1.2.1	**There must be the ability to copy Placement Information narrative from a companion case.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.1.1	**Companion cases must be presented to the worker so that the worker can choose which child's narrative to copy.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.1.1.1	**The companion case presented to the worker must be in the same placement i.e., a child placed with the same provider number or with the same provider name and address.**	**R**	**Mary Ann Jensen**	**A**	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.11.1.2.1.1.2	The companion case must be in the current placement.	R	Mary Ann Jensen	A	
4.1.11.1.2.1.1.3	Only companion cases which contain narrative information are presented.	R	Mary Ann Jensen	A	
4.1.11.1.2.1.2	Narrative cannot be copied from another sibling if narrative is already present for the current child. Current narrative must be deleted before narrative from another sibling can be copied to replace it.	R	Mary Ann Jensen	A	
4.1.11.1.2.2	There must be the ability to change a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically update the affected narratives.	R	Mary Ann Jensen	A	
4.1.11.1.2.2.1	If the worker updates a source narrative that has been copied to a sibling, provide the worker with the option to update the "copied to" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.1.2.2.1.1	If the worker chooses to automatically update the "copied to" narrative, update the narrative as long as the "copied to" child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.1.2.2.1.2	If the worker chooses not to automatically update the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.	R	Mary Ann Jensen	A	
4.1.11.1.2.2.2	If the worker updates a narrative that has been copied from a sibling, provide the worker with the option to update the "source" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.1.2.2.2.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.1.2.2.2.2	If the worker chooses not to automatically update the source sibling narrative (or the sibling is not in the current placement), the "copied to" narrative is no longer considered a copy and the source narrative is no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.1.2.2.3	If the worker updates a narrative that has been both copied from a sibling and to a sibling, provide the worker with the	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	option to update all affected sibling's narrative.				
4.1.11.1.2.2.3.1	**If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.2.3.2	**If the worker chooses not to automatically update all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3	**There must be the ability to delete a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically delete the affected narratives.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.1	**If the worker deletes a source narrative that has been copied to a sibling, provide the worker with the option to delete the "copied to" sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.1.1	**If the worker chooses to automatically delete the "copied to" narrative, delete the narrative as long as the "copied to" child is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.1.2	**If the worker chooses not to automatically delete the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.2	**If the worker deletes a "copied to" narrative, provide the worker with the option to delete the source sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.2.1	**If the worker chooses to automatically delete both narratives, as long as the source child is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.2.2	**If the worker chooses not to automatically delete the source narrative (or the source sibling is not in the current placement), the source narrative is no longer considered to have been copied.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.3	**If the worker deletes a narrative that has been both copied from a sibling and to a**	**R**	**Mary Ann Jensen**	**A**	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	sibling, provide the worker with the option to delete all affected sibling's narrative.				
4.1.11.1.2.3.3.1	**If the worker chooses to automatically delete all sibling narratives, delete all affected narratives as long as the sibling is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.3.3.2	**If the worker chooses not to automatically delete all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.2.4	**When a child is removed from the companion group, any narratives copied to or from this child should no longer be considered when maintaining narrative for this child or the remaining siblings in the companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.1.3	Anticipated next placement type (pick list)	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1.4	Anticipated next placement date	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.1.5	If the placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2	Placement Selection Criteria Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1	Mechanism to rank the following and to indicate if the criteria for each was met; if not met, mechanism to gather narrative regarding the reason why.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.1	The case plan which includes the goal of permanence	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.2	The physical, emotional, educational, and safety needs of the child(ren)…	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.3	Proximity to the child(ren)'s family	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.4	*Placement with relatives of the child(ren).*	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.5	Placement with siblings of the child(ren).	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.6	The child(ren)'s and child(ren)'s family's religious preference.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.7	The least restrictive, i.e., most family like setting.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.8	The continuity of relationships.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.1.1.9	Availability of placemen resources for the purposes of timely placements.	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.11.2.1.1.10	Expressed preferences for placement by the foster child.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.2.2	**There must be the ability to copy Placement Selection Criteria narrative from a companion case.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.1	**Companion cases must be presented to the worker so that the worker can choose which child's narrative to copy.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.1.1	**The companion case presented to the worker must be in the same placement i.e., a child placed with the same provider number or with the same provider name and address.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.1.2	**The companion case must be in the current placement.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.1.3	**Only companion cases which contain narrative information are presented.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.2	**Narrative cannot be copied from another sibling if narrative is already present for the current child. Current narrative must be deleted before narrative from another sibling can be copied to replace it.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.3	**There must be the ability to change a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically update the affected narratives.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.3.1	**If the worker updates a source narrative that has been copied to a sibling, provide the worker with the option to update the "copied to" sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.3.1.1	**If the worker chooses to automatically update the "copied to" narrative, update the narrative as long as the "copied to" child is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.3.1.2	**If the worker chooses not to automatically update the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.3.2	**If the worker updates a narrative that has been copied from a sibling, provide the worker with the option to update the "source" sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.3.2.1	**If the worker chooses to automatically**	**R**	**Mary Ann**	**A**	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.		Jensen		
4.1.11.2.2.3.2.2	If the worker chooses not to automatically update the source sibling narrative (or the sibling is not in the current placement), the "copied to" narrative is no longer considered a copy and the source narrative is no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.2.2.3.3	If the worker updates a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to update all affected sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.2.2.3.3.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.2.2.3.3.2	If the worker chooses not to automatically update all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.2.2.4	There must be the ability to delete a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically delete the affected narratives.	R	Mary Ann Jensen	A	
4.1.11.2.2.4.1	If the worker deletes a source narrative that has been copied to a sibling, provide the worker with the option to delete the "copied to" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.2.2.4.1.1	If the worker chooses to automatically delete the "copied to" narrative, delete the narrative as long as the "copied to" child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.2.2.4.1.2	If the worker chooses not to automatically delete the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.	R	Mary Ann Jensen	A	
4.1.11.2.2.4.2	If the worker deletes a "copied to" narrative, provide the worker with the	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	option to delete the source sibling's narrative.				
4.1.11.2.2.4.2.1	**If the worker chooses to automatically delete both narratives, as long as the source child is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.4.2.2	**If the worker chooses not to automatically delete the source narrative (or the source sibling is not in the current placement), the source narrative is no longer considered to have been copied.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.4.3	**If the worker deletes a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to delete all affected sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.4.3.1	**If the worker chooses to automatically delete all sibling narratives, delete all affected narratives as long as the sibling is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.4.3.2	**If the worker chooses not to automatically delete all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.2.2.5	**When a child is removed from the companion group, any narratives copied to or from this child should no longer be considered when maintaining narrative for this child or the remaining siblings in the companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.3	Discipline/Supervision Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.3.1	The following must be addressed:	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.3.1.1.1	Describe the discipline and child handling techniques to be used while the child is in placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.3.1.1.2	Describe the plan of supervision for the child while in placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.3.1.1.3	Describe the plan for acceptable activities for the child such as babysitting, routine household tasks, privileges, etc.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.3.1.1.4	*If the youth is age 14 or older, detail the independent living preparation activities the foster parent/relative will provide to assist*	R	Mary Ann Jensen	A	Pre-SEM

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	the youth.				
4.1.11.3.2	There must be an Enter/Update narrative button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.3.2.1.1	If the placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.4	Replacement Information Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.4.1	*Briefly identify the reason for replacement or termination from family foster care. Include a summary of services provided to the child and any continuing need for services.*	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.4.2	**If the Placement is changing and there is information from the previous placement, There must be the ability to copy Replacement Information narrative from a companion case.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.1	**Companion cases must be presented to the worker so that the worker can choose which child's narrative to copy.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.1.1	**The companion case presented to the worker must be in the same placement i.e., a child placed with the same provider number or with the same provider name and address.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.1.2	**The companion case must be in the current placement.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.1.3	**Only companion cases which contain narrative information are presented.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.2	**Narrative cannot be copied from another sibling if narrative is already present for the current child. Current narrative must be deleted before narrative from another sibling can be copied to replace it.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.3	**There must be the ability to change a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically update the affected narratives.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.3.1	**If the worker updates a source narrative that has been copied to a sibling, provide the worker with the option to update the "copied to" sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.4.2.3.1.1	**If the worker chooses to automatically**	**R**	**Mary Ann**	**A**	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	update the "copied to" narrative, update the narrative as long as the "copied to" child is still in the same/current placement and companion group.		Jensen		
4.1.11.4.2.3.1.2	If the worker chooses not to automatically update the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.	R	Mary Ann Jensen	A	
4.1.11.4.2.3.2	If the worker updates a narrative that has been copied from a sibling, provide the worker with the option to update the "source" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.4.2.3.2.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.4.2.3.2.2	If the worker chooses not to automatically update the source sibling narrative (or the sibling is not in the current placement), the "copied to" narrative is no longer considered a copy and the source narrative is no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.4.2.3.3	If the worker updates a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to update all affected sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.4.2.3.3.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.4.2.3.3.2	If the worker chooses not to automatically update all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.4.2.4	There must be the ability to delete a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically delete the affected narratives.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.1	If the worker deletes a source narrative that has been copied to a sibling, provide	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	the worker with the option to delete the "copied to" sibling's narrative.				
4.1.11.4.2.4.1.1	If the worker chooses to automatically delete the "copied to" narrative, delete the narrative as long as the "copied to" child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.1.2	If the worker chooses not to automatically delete the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.2	If the worker deletes a "copied to" narrative, provide the worker with the option to delete the source sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.2.1	If the worker chooses to automatically delete both narratives, as long as the source child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.2.2	If the worker chooses not to automatically delete the source narrative (or the source sibling is not in the current placement), the source narrative is no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.3	If the worker deletes a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to delete all affected sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.3.1	If the worker chooses to automatically delete all sibling narratives, delete all affected narratives as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.4.2.4.3.2	If the worker chooses not to automatically delete all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.4.2.5	When a child is removed from the companion group, any narratives copied to or from this child should no longer be considered when maintaining narrative for this child or the remaining siblings in the companion group.	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.11.6.2	Reason for replacement or termination from family foster care (check as many as apply):	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.1	Behavioral problems	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.2	Emergency or temporary placement	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.3	Placement with relatives.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.4	Residential placement	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.5	Return home	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.6	Problems in foster family	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.7	Independent living	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.8	AWOL	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.9	Foster Parent request	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.10	Abuse or neglect by Foster Family	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.11	Other (specify)	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.2.1.12	Mechanism to enter other reason	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.3	Was termination from family foster care explained to all parties (yes/no)	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.3.1.1	If no, mechanism to enter reason why not	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.4	If termination is unplanned, summarize the reasons and circumstances surrounding the termination.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.6.5	**If the Placement is changing and there is information from the previous placement, there must be the ability to copy Replacement Reasons narrative from a companion case.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.6.5.1	**Companion cases must be presented to the worker so that the worker can choose which child's narrative to copy.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.6.5.1.1	**The companion case presented to the worker must be in the same placement i.e., a child placed with the same provider number or with the same provider name and address.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.6.5.1.2	**The companion case must be in the current placement.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.6.5.1.3	**Only companion cases which contain narrative information are presented.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.6.5.2	**Narrative cannot be copied from another sibling if narrative is already present for the current child. Current narrative must be deleted before narrative from another sibling can be copied to replace it.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.6.5.3	**There must be the ability to change a**	**R**	**Mary Ann**	**A**	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically update the affected narratives.		Jensen		
4.1.11.6.5.3.1	If the worker updates a source narrative that has been copied to a sibling, provide the worker with the option to update the "copied to" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.1.1	If the worker chooses to automatically update the "copied to" narrative, update the narrative as long as the "copied to" child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.1.2	If the worker chooses not to automatically update the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.2	If the worker updates a narrative that has been copied from a sibling, provide the worker with the option to update the "source" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.2.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.2.2	If the worker chooses not to automatically update the source sibling narrative (or the sibling is not in the current placement), the "copied to" narrative is no longer considered a copy and the source narrative is no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.3	If the worker updates a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to update all affected sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.3.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.6.5.3.3.2	If the worker chooses not to automatically update all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	copy and the source narratives are no longer considered to have been copied.				
4.1.11.6.5.4	There must be the ability to delete a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically delete the affected narratives.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.1	If the worker deletes a source narrative that has been copied to a sibling, provide the worker with the option to delete the "copied to" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.1.1	If the worker chooses to automatically delete the "copied to" narrative, delete the narrative as long as the "copied to" child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.1.2	If the worker chooses not to automatically delete the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.2	If the worker deletes a "copied to" narrative, provide the worker with the option to delete the source sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.2.1	If the worker chooses to automatically delete both narratives, as long as the source child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.2.2	If the worker chooses not to automatically delete the source narrative (or the source sibling is not in the current placement), the source narrative is no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.3	If the worker deletes a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to delete all affected sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.3.1	If the worker chooses to automatically delete all sibling narratives, delete all affected narratives as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.6.5.4.3.2	If the worker chooses not to automatically delete all affected sibling's narrative (or the sibling is not in the current placement), the "copied to"	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.				
4.1.11.6.5.5	**When a child is removed from the companion group, any narratives copied to or from this child should no longer be considered when maintaining narrative for this child or the remaining siblings in the companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.7	Information Shared with Caregiver Tab				
4.1.11.7.1	Information related to the care and supervision of the child or termination was shared with (check as many as apply)				
4.1.11.7.1.1	Mother, Father, New Caregiver, FIA/Referring Worker, relatives.				
4.1.11.7.1.2	Date Shared.				
4.1.11.7.1.3	How the information was shared: letter, face to face, or telephone.				
4.1.11.7.2	Information shared with new caregiver(s) includes (check as many as apply):				
4.1.11.7.2.1	Assigned worker				
4.1.11.7.2.2	Reason(s) child removed				
4.1.11.7.2.3	Case Plan				
4.1.11.7.2.4	Description of behavioral characteristics and needs				
4.1.11.7.2.5	Medical/Dental/Psychological characteristics and needs				
4.1.11.7.2.6	Interaction with parents/siblings				
4.1.11.7.2.7	School records Behavior management				
4.1.11.7.2.8	Visitation expectations				
4.1.11.7.2.9	Consent to treatment card				
4.1.11.7.2.10	School enrollment form				
4.1.11.7.2.11	Abuse/Neglect history				
4.1.11.7.2.12	Offense History				
4.1.11.7.3	Was Supervisory approval obtained prior to the replacement? Yes/No				
4.1.11.7.3.1	The message "Please indicate ~~whether~~ **if** superviso**r**y approval was obtained." is to appear only when adding a new placement. It is not to appear when previous placements are being reviewed or when the current placement is being reviewed/updated….ser7402				
4.1.11.7.4	**Was the ~~FIA-30~~ Relative caregiver**				

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	pamphlet given to the ~~current caregiver~~ relative? Yes/No/NA				
4.1.11.7.4.1	If yes, date provided: MMDDYYYY				
4.1.11.7.4.2	**Pre-Select NA if the new placement is not with a relative (LA 02 or 23).**				
4.1.11.7.4.3	**Display a message "Please enter the date that the Relative Caregiver Pamphlet was given to the relatives" when the question is answered 'yes' and no date was entered.....ser 7401**				
4.1.11.7.4.3.1	**This message is to appear only when a placement in LA 02 or 23 is being added. It is not to appear for previous placements or when the current placement is being reviewed/updated.....ser 7403**				
4.1.11.8.2	If the Placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.9	Residential Care Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.9.1	The following must be addressed for the child in residential care:	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.9.1.1.1	Describe the reasons for residential care	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.9.1.1.2	Identify the plan for services that will allow the youth to be placed in a less restrictive setting.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.9.1.1.3	If the youth is 10 years of age or over and is placed in a residential or institutional setting, the worker should document is Wraparound or Assisted Care efforts were made to prevent the custodial placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.9.1.1.4	If the youth under age 10 is placed in a residential or institutional setting, the worker must document the Wraparound or Assisted Care efforts made to prevent the custodial placement.	R.	Mary Ann Jensen	A	Pre-SEM
4.1.11.9.1.1.5	If no services provided, explain why not	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.9.1.1.6	If the Placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.10	Caregiver Feedback Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.10.1	*If a written statement from the foster parent/relative is not available, summarize*	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	the foster parent/.relative feedback				
4.1.11.10.2	If the Placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.10.3	**If the Placement is changing and there is information from the previous placement, there must be the ability to copy Caregiver Feedback narrative from a companion case.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.1	**Companion cases must be presented to the worker so that the worker can choose which child's narrative to copy.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.1.1	**The companion case presented to the worker must be in the same placement i.e., a child placed with the same provider number or with the same provider name and address.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.1.2	**The companion case must be in the current placement.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.1.3	**Only companion cases which contain narrative information are presented.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.2	**Narrative cannot be copied from another sibling if narrative is already present for the current child. Current narrative must be deleted before narrative from another sibling can be copied to replace it.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.3	**There must be the ability to change a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically update the affected narratives.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.3.1	**If the worker updates a source narrative that has been copied to a sibling, provide the worker with the option to update the "copied to" sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.3.1.1	**If the worker chooses to automatically update the "copied to" narrative, update the narrative as long as the "copied to" child is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.3.1.2	**If the worker chooses not to automatically update the "copied to" narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.**	**R**	**Mary Ann Jensen**	**A**	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.11.10.3.3.2	If the worker updates a narrative that has been copied from a sibling, provide the worker with the option to update the "source" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.10.3.3.2.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.10.3.3.2.2	If the worker chooses not to automatically update the source sibling narrative (or the sibling is not in the current placement), the "copied to" narrative is no longer considered a copy and the source narrative is no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.10.3.3.3	If the worker updates a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to update all affected sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.10.3.3.3.1	If the worker chooses to automatically update the source sibling narrative, update the narrative as long as the sibling is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.10.3.3.3.2	If the worker chooses not to automatically update all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.	R	Mary Ann Jensen	A	
4.1.11.10.3.4	There must be the ability to delete a narrative that has been copied to a sibling or is a copy from a sibling, providing the ability to automatically delete the affected narratives.	R	Mary Ann Jensen	A	
4.1.11.10.3.4.1	If the worker deletes a source narrative that has been copied to a sibling, provide the worker with the option to delete the "copied to" sibling's narrative.	R	Mary Ann Jensen	A	
4.1.11.10.3.4.1.1	If the worker chooses to automatically delete the "copied to" narrative, delete the narrative as long as the "copied to" child is still in the same/current placement and companion group.	R	Mary Ann Jensen	A	
4.1.11.10.3.4.1.2	If the worker chooses not to automatically delete the "copied to"	R	Mary Ann	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	narrative (or the copied to sibling is not in the current placement), the "copied to" narrative is no longer considered a copy.		**Jensen**		
4.1.11.10.3.4.2	**If the worker deletes a "copied to" narrative, provide the worker with the option to delete the source sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.4.2.1	**If the worker chooses to automatically delete both narratives, as long as the source child is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.4.2.2	**If the worker chooses not to automatically delete the source narrative (or the source sibling is not in the current placement), the source narrative is no longer considered to have been copied.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.4.3	**If the worker deletes a narrative that has been both copied from a sibling and to a sibling, provide the worker with the option to delete all affected sibling's narrative.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.4.3.1	**If the worker chooses to automatically delete all sibling narratives, delete all affected narratives as long as the sibling is still in the same/current placement and companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.4.3.2	**If the worker chooses not to automatically delete all affected sibling's narrative (or the sibling is not in the current placement), the "copied to" narratives are no longer considered a copy and the source narratives are no longer considered to have been copied.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.10.3.5	**When a child is removed from the companion group, any narratives copied to or from this child should no longer be considered when maintaining narrative for this child or the remaining siblings in the companion group.**	**R**	**Mary Ann Jensen**	**A**	
4.1.11.11	There must be a mechanism to generate/print the following forms/reports	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.11.1	Permanent Foster Family Agreement	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.11.1.1.1	Mechanism to display the date the Agreement was completed.	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.11.2	Notice of replacement	R	Mary Ann Jensen	A	Pre-SEM
4.1.11.11.3	Notice of Termination from Family Foster Home Placement.	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.11.11.4	Determination of Care Justification	R	Mary Ann Jensen	A	Pre-SEM
4.4.61	If child has gone AWOL and is a CFC case.	R	Mary Ann Jensen	A	Pre-SEM
4.4.61.1	Display the CFC AWOL screen when adding a new placement with living arrangement 20	R	Mary Ann Jensen	A	Pre-SEM
4.4.61.2	When initially adding the AWOL placement, print 3 copies of the LEIN form and 3 copies of the FIA3198A	R	Mary Ann Jensen	A	Pre-SEM
4.4.61.2.1	**If this child's legal status is 41, 44, 52, 91, 93 or 94 (parental right terminated), do not list the child's parents as guardians.**	**R**	**Mary Ann Jensen**	A	

4.2   Input and Output Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.3   Performance Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.4   User Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.5   System Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.6   Communication Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.7 Computer Security and Access Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.8 Backup and Recovery Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.9 Preliminary Implementation Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5. System Test Requirements

5.1 Testing Techniques

"Click HERE and Type"

5.2 Test Phases

"Click HERE and Type"

5.3 Test Environments Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5.4 Acceptance Test Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

6. Functional Baseline

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Approval Information

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

☐ Approve ☐ Approve with Modifications ☐ Reject

Comments:

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	Name / Title	Initial Signoff	Date	Final Signoff	Date
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Project Manager	Steve Redman, Supervisor SWSS Development Team				